

**Postsecondary International Network (PIN)  
Annual Business Meeting  
Olds College - July 13, 2016  
Olds, Alberta, Canada**

**Attendees**

<p><b><u>Canada</u></b> Tom Thompson, Olds College Jason Dewling, Olds College Debbie Thompson, Olds College Tania McDonald, Olds College Larry Rosia, Saskatchewan Polytechnic</p> <p><b><u>New Zealand</u></b> Phil Ker, Otago Polytechnic Sheila McBeen-Kerr, Ara Institute of Canterbury John West, Ara Institute of Canterbury Marc Doesberg, Otago Polytechnic</p>	<p><b><u>USA</u></b> Joe Sertich, Sertich Consulting Greg Smith, Central Community College Grand Island Bill Hitesman, Central Community College-Hastings Christopher Waddle, Central Community College Nebraska Joel King, Central Community College Nebraska Penny Wills, Yavapai Community College</p> <p><b><u>PIN Executive Director/Associate</u></b> Larry Litecky Kerri Ferguson</p>
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**Minutes**

**1) Call to order and review agenda items-** Greg Smith

Review of the Agenda and call for modifications/additions to the agenda

Called the meeting to order and reviewed the agenda

**Additions to the Agenda -** Larry Litecky

- The Addendum relates to the two motions discussed at last year’s Business Meeting in Bahrain related to the OERu recommendation and including Action Statements in the Mission. (See the Statement of Purpose on the PIN Website related to the Mission.)
- This organisation is governed by the PIN Executive. The Business Meeting is focused on the sharing and receiving of information related to PIN activities and future operational requirements.

**2) Approval of minutes from November 5, 2015 meeting at Bahrain Polytechnic, Bahrain -** Greg Smith

(Attachment One)

- Addendum

**Moved** Larry Rosia

**Seconded** Joe Sertich

**3) Finance Report -** Larry Litecky (Attachment Two)

The PIN Checking Account in June 2016 had a balance of \$20, 506. This includes deposits of \$750 each for 21 institutions paying 2016 membership dues. Bahrain Polytechnic completed its reimbursement forms for the 2015 Conference in early June and was reimbursed \$8500. The current balance has the reimbursement

pending to Olds College for the discounted single, individual delegate registrations from member colleges (approximately \$7500) and reimbursement of travel costs related to the conference for Executive Director and Associate Executive Director. The pending balance of about \$9,000 is better than a few years ago.

The PIN Savings Account at the end of March, 2016 had a balance of \$ 28,653. Net investments increased by \$721 from the end of June, 2015. These funds are held in Central Community College's Foundation in Hastings, Nebraska, USA.

#### **4) President's Report - Greg Smith**

It is only 7 months since the last Conference. Much is the same with two new members Yavapai College, Arizona and Medicine Hat College, Alberta. During these past months, Larry Litecky has worked very hard regarding the review of the PIN website.

Since 2014-2015 PIN has had reciprocal agreements with the World Federation of Colleges and Polytechnics and Community Colleges for International Development. As part of the World Federation of Colleges and Polytechnics agreement, PIN receives one free registration to their annual conference, which is in Brazil in September 2016. The PIN President has the first right of refusal, then the PIN President Elect. As Larry and Phil are unavailable it is offered to other PIN members. If you have any interest in attending the World Federation of Colleges and Polytechnics conference, see Larry Rosia.

Looking under Responsibilities on the PIN website, it states that the Presidents or their designees will attend the annual conference. We need to be more insistent about member institutions being represented at the annual conference.

We need to work on broadening our membership. There are other colleges in the US that we can target. In the past we have had representation from the UK. Does anyone have any contacts in Europe or the UK that may be interested in joining PIN? Membership is by invitation of a current member. If you would like to nominate an institution, contact Larry Litecky or any member of the Executive.

#### **5) Presidential Transition - Greg Smith/ Larry Rosia**

Greg Smith welcomed Larry Rosia to the position of PIN President 2016-2018

Larry Rosia presented Greg Smith with gift of appreciation for his commitment and dedication to the role of PIN President.

Greg Smith thanked Larry Rosia and stated that he considered it a privilege to be part of PIN and that he will always be available to assist with the recruitment of new members in the USA.

#### **6) Selection of New President Elect - Larry Litecky**

The position of the President Elect is vacant, Aaron Devine from Australia has been nominated by Phil Ker. At this stage Aaron has not accepted the position. A Skype meeting is set up with Aaron Devine for August 24<sup>th</sup>/25<sup>th</sup> to discuss with Aaron his acceptance of the position of President Elect 2016-2018. The Executive Committee will render a decision regarding the position of President Elect at the next Executive Meeting following the conference call with Aaron Devine.

#### **7) PIN Conference 2017 New Zealand - Phil Ker**

Conference hosted in Auckland, N.Z. by Otago Polytechnic and Future Skills Academy

- April 2- April 7, 2017
- Intended Theme- "Internationalising Postsecondary Education"

The brochure provided shows limited details around the content at this stage Otago is still refining the conference content.

Delegates engaged in a prolonged discussion about whether the PIN International Conference was best characterized as a conference or some other item. Among the terms suggested were the following:

- Master class
- Retreat
- Leadership Summit
- Gathering
- Action Summit

No consensus was reached on a new term to replace “conference.”

The PIN Purpose Statement excerpt, “How We Approach Work,” was cited to remind delegates about recent PIN discussions related to the conference. That excerpt reads as follows:

Joe Sertich

Sometime ago when we looked at our Mission “How we approach our work”.

- Get together in an environment of high trust to share information, become inspired, and discuss challenges, triumphs, and disappointments.
- Build our understanding of the ever-changing environment so that we may promote more justice and more learning.
- Engage with the critical issues that affect diverse postsecondary education institutions in order to act in a manner which furthers student learning.
- Facilitate communications as they relate to administration, curriculum, instruction, faculty, staff, student services, and joint business development.
- Cooperate in arrangements for international visits.
- Share information about the vast menu of participation activities among PIN members to improve learning opportunities for students.
- Work in partnership among PIN members to deliver programs, promote joint projects and collaborate with the private sector.

## **8) Membership Update - Larry Litecky (Attachment Three)**

As of the middle of June, 2016, PIN has 21 **paid** memberships for 2016.

They are as follows:

### **Australia (2)**

- TAFE Queensland Brisbane (New)
- Canberra Institute of Technology

### **Bahrain (1)**

- Bahrain Polytechnic

### **Canada (6)**

- Georgian College (New)
- Lambton College
- Northern Alberta Institute of Technology (NAIT)
- Olds College
- Southern Alberta Institute of Technology (SAIT)
- Saskatchewan Polytechnic

### **New Zealand (6)**

- Christchurch Polytechnic Institute of Technology/Aoraki Polytechnic
- Future Skills Academy
- Nelson Marlborough Institute of Technology
- Northland Polytechnic (North Tec)
- Otago Polytechnic
- Universal College of Learning (UCOL)

### **South Korea (2)**

- Tongwon University
- Ulsan College

### **United States (5)**

- Central Community College
- Northeast Community College
- Northeast Higher Education District
- University of Hawaii-Maui College
- College of Lake County

Since mid-June, 2015, two new institutions have joined – Yavapai College (USA) and Medicine Hat College (Canada).

The member institutions in 2015 which have not renewed and have not communicated their intention are as follows:

- **Canada (1)** Sault College
- **New Zealand (1)** Eastern Institute of Technology
- **South Korea (1)** JEI University

Four other institutions have notified us that they will not be renewing. Aoraki Polytechnic (N.Z.) is merging with Christchurch Polytechnic. Pacific Institute of Technology (Fiji) is defunct and out of business. Both Conestoga College (Canada) and Open Polytechnic (N.Z.) are not renewing due to lack of interest.

### **9) Membership recruitment - Larry Litecky, Larry Rosia, others**

Discussion among the delegates yielded several ideas for recruiting new member institutions, as well as increased participation in the annual international conference. They include the following ideas:

1. Call member institutional presidents/CEOs who did not attend the most recent conference. Encourage them to attend the next conference(s). Greg Smith offered to call the USA institutional members while Larry Rosia made a similar offer to call Canadian institutional members.

2. Encourage the CEOs/Presidents of institutional members to bring a team from their college/university with them to the conference. If the CEO/president cannot attend, encourage him/her to send a team. These approaches could be promoted in an e-mail to the presidents/CEOs as well as in a small article in the PIN newsletter.
3. Generate names of prospective member CEO/presidents. IN this regard, Greg Smith cited Thomas Walker, formerly a senior administrator at Central Community College, who is now a president of a community college in North Carolina. He has attended a conference in the recent past.
4. Publicize a "Try PIN and See" invitation on the website so individuals could experience the conference and PIN prior to nomination.
5. The co-host of the 2017 conference, Otago Polytechnic, Phil Ker, will reach out to New Zealand and Australian members and interested institutions to encourage participation in Auckland.

## **10) Website -Larry Litecky**

Larry Litecky

We have worked on the website and it is now in the Cloud. There have been delays due to the consultant not meeting deadlines. Among the substantive changes made over the past year to rectify mistakes and omissions made by the consultant, "Go Daddy," are the following alteration areas:

- Institutional member sharing
- Purpose/PIN, Organization/PIN
- Membership Directory
- Annual Meeting Minutes
- Newsletters

I am grateful for the work undertaken by Andrew Fausett at Central Community College.

There is still work to be done around formatting and language, as well as the new WordPress Website Option

### **Otago Web Project - Phil Ker**

The student used the development of the website as a project and was aware of the audience. The platform makes administration simple and updates easy.

We need a couple of people to read and edit some of the clumsy language. Then we need to make a decision on staying with the old site or migrating to the new. Larry Litecky agreed to edit the new website.

By the next Executive Meeting we should be able to make a decision on, if we are going to stay with the old or move to the new site.

If members would please provide feedback on the website to Kerri or Larry Litecky.

Larry Litecky agreed to take on the role of editing the new website.

## **11) Other**

### **PIN History - Bill Warner**

Provided detail on the history of PIN

Details of the History of PIN is available at [pinnet.org](http://pinnet.org)

### **Our Alliance - Joe Sertich**

We could invite faculty members who visit PIN Member Colleges during the year to the Conference as part of the outcome of the visit.

### **Our Alliance**

This is a review for older members and information for new members.

PIN focuses on direct outcome for students and it is important that members take advantage of the International \$1000 grant available for faculty to visit PIN members. This has resulted in great partnerships and relationships.

We are not trying to capture everything. As mentioned earlier it is up to the conference host to reflect their culture and values. We need to be sensitive to individual circumstances. PIN does not have full time on a paid staff. We won't take on large projects.

Larry Rosia

No further questions motion to adjourn meeting.

Motion Moved: Greg Smith

Motion Seconded: Phil Ker

## **Additional Comments to the Business Meeting**

### **Closing Conversation with Conference Delegates at Kananaskis (July 15, 2016)**

In addition to the paid Annual Business meetings, held on July 15 at Olds College, delegates had another opportunity for conversations about PIN's Annual Conference about the recruitment of new members.

#### **The PIN Brand**

The Executive has specified that there are essential elements of a PIN Conference which must occur at all conferences.

#### **PIN Standing Agenda Items**

- Sharing the cultural highlights of the host institution
- Rolling Round Table/Introduction,
- Presidents Panel (current, past and president elect)
- Breakout sessions
- Show case sessions
- Identify and Share
- PIN Member Presentations
- Guests speakers around conference theme

#### **Critical Mass**

We have 21 returning members in 2016 with two new members Yavapai Community College and Medicine Hat Community College. There are potentially another two members the University of Wisconsin – Stout and Garden City Community Kansas.

The sweet spot for the number of member institutions is 35 to 40. If we target 30 and all Executive members invite another institution to the 2017 conference, we may get there.

In reflecting upon this year's conference, delegates made the following observations:

- The PIN Standing Agenda, as implemented by Olds College, worked extremely well. In particular, the "Identify and share" session was cited as very valuable.
- One way to enhance the value of the conference for member institutions could be to encourage extended PIN visits before or after the conference.
- A desire was expressed for more information to be provided to delegates in advance of the conference on the activities of Day One- Introductions and "Rolling Roundtables."

Concerning more member recruitment and more member attendance in the conference, delegates made the following remarks:

- A reaffirmation of comments at the earlier Business meeting occurred around the need for those participating in the conference to reach out to those at member institutions not attending/participating in the conference.
- The value of a nomination/invitation to engage new members was reaffirmed.
- The need to recruit new members from outside of New Zealand, Canada and the USA was expressed. In response, Marc Doesberg, Director of International Relations at Otago Polytechnic, offered to promote PIN as he travels to postsecondary institutions, especially in Europe.